US Army Corps of Engineers

ProjNet/DrChecks Training

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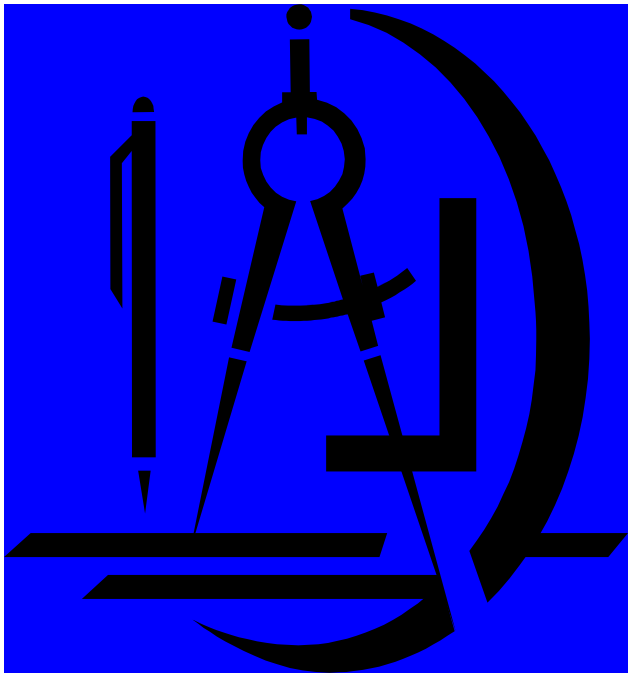
- You can call the DrChecks Helpdesk, if needed

  217-367-3273 or 800-428-4357

  M-F, 8AM-5PM Central US (Chicago)

- Know which District (i.e.“site”) is running the project



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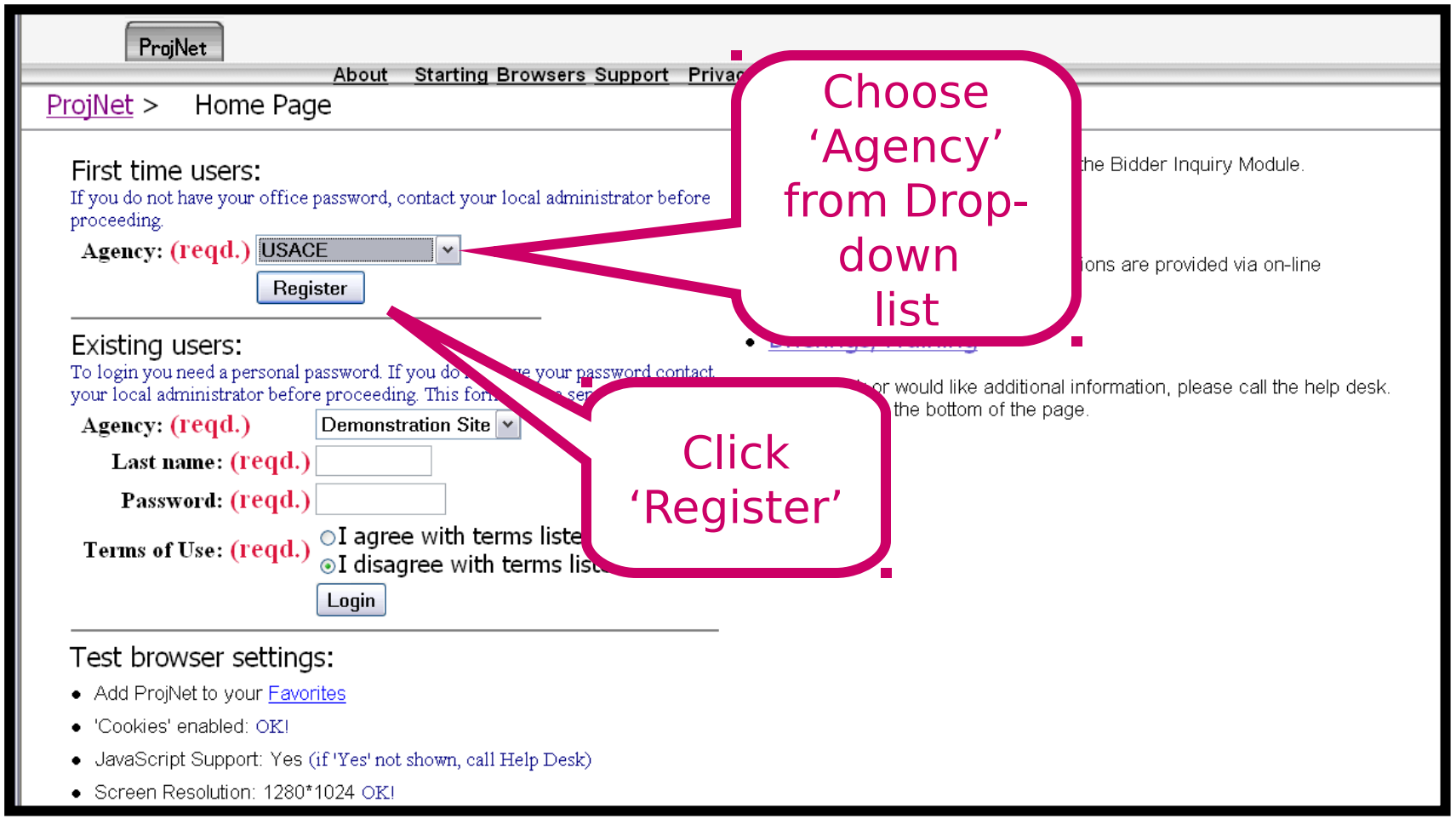
ProjNet
About Starting Browsers Support Privac
ProjNet > Home Page
First time users:
If you do not have your office password, contact your local administrator before proceeding.
Agency: (reqd.) USACE
Register
Existing users:
To login you need a personal password. If you do
your password contact your local administrator before proceeding. This for
Agency: (reqd.) Demonstration Site
Last name: (reqd.)
Password: (reqd.)
Terms of Use: (reqd.) I agree with terms liste
I disagree with terms list
Login
Test browser settings:
Add ProjNet to your Favorites
'Cookies' enabled: OK!
JavaScript Support: Yes (if 'Yes' not shown, call Help Desk)
Screen Resolution: 1280*1024 OK!
the Bidder Inquiry Module.
ions are provided via on-line
or would like additional information, please call the help desk.
the bottom of the page.
Choose 'Agency' from Drop-down list
Click 'Register'

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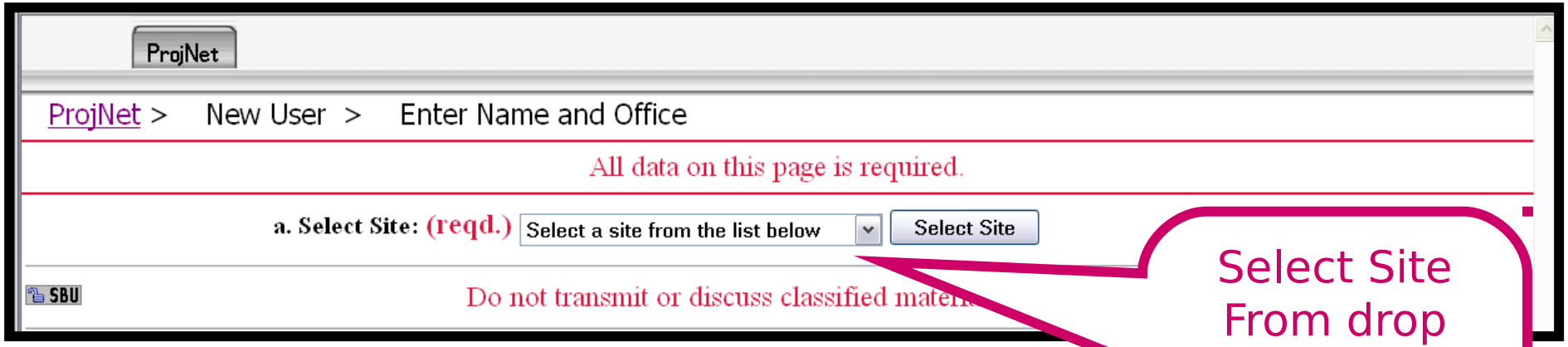
ProjNet
ProjNet > New User > Enter Name and Office
All data on this page is required.
a. Select Site: (reqd.)
Select a site from the list below
Select Site
SBU
Do not transmit or discuss classified mater

Select Site From drop down menu & click 'Select Site' button

Press "Page Down" for next page

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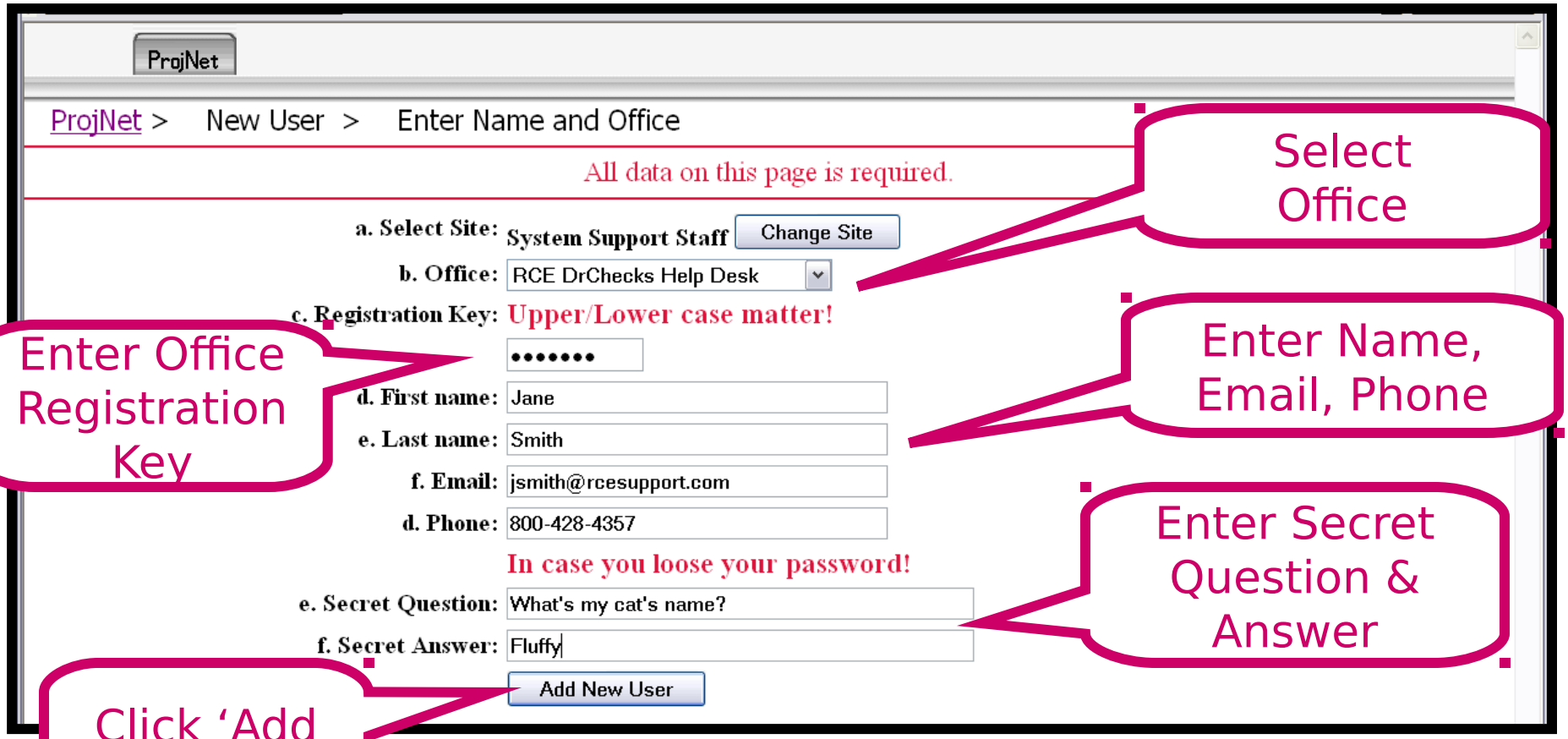
ProjNet
ProjNet > New User > Enter Name and Office
All data on this page is required.
a. Select Site: System Support Staff
Change Site
b. Office: RCE DrChecks Help Desk
c. Registration Key: Upper/Lower case matter!
d. First name: Jane
e. Last name: Smith
f. Email: jsmith@rcesupport.com
d. Phone: 800-428-4357
In case you loose your password!
e. Secret Question: What's my cat's name?
f. Secret Answer: Fluffy
Add New User
Select Office
Enter Office Registration Key
Enter Name, Email, Phone
Enter Secret Question & Answer
Click 'Add New User'

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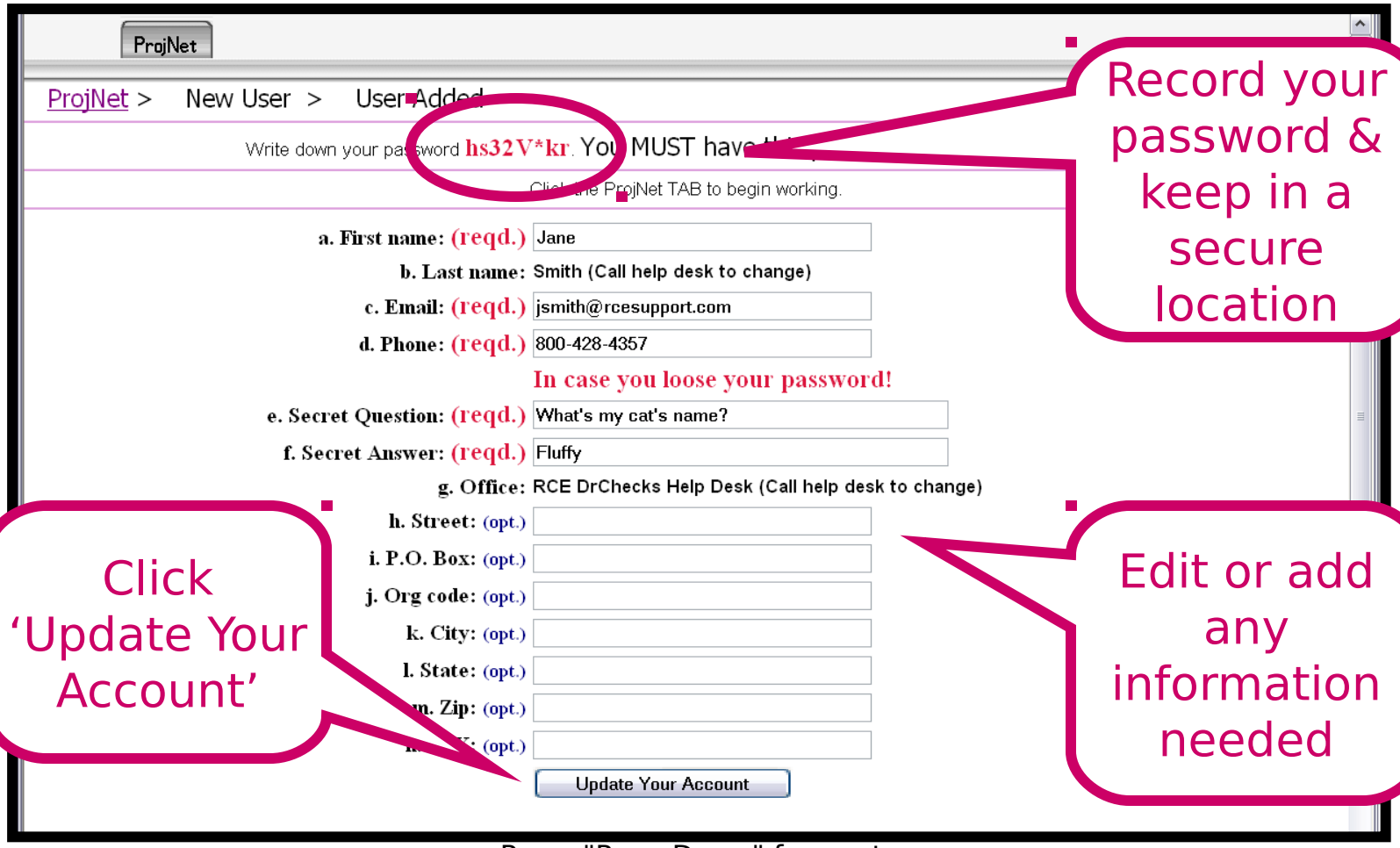
ProjNet
ProjNet > New User > User Added
Write down your password hs32V*kr. You MUST have
Click the ProjNet TAB to begin working.
a. First name: (reqd.) Jane
b. Last name: Smith (Call help desk to change)
c. Email: (reqd.) jsmith@rcesupport.com
d. Phone: (reqd.) 800-428-4357
In case you loose your password!
e. Secret Question: (reqd.) What's my cat's name?
f. Secret Answer: (reqd.) Fluffy
g. Office: RCE DrChecks Help Desk (Call help desk to change)
h. Street: (opt.)
i. P.O. Box: (opt.)
j. Org code: (opt.)
k. City: (opt.)
l. State: (opt.)
Update Your Account
Record your password & keep in a secure location
Click 'Update Your Account'
Edit or add any information needed

Press "Page Down" for next page

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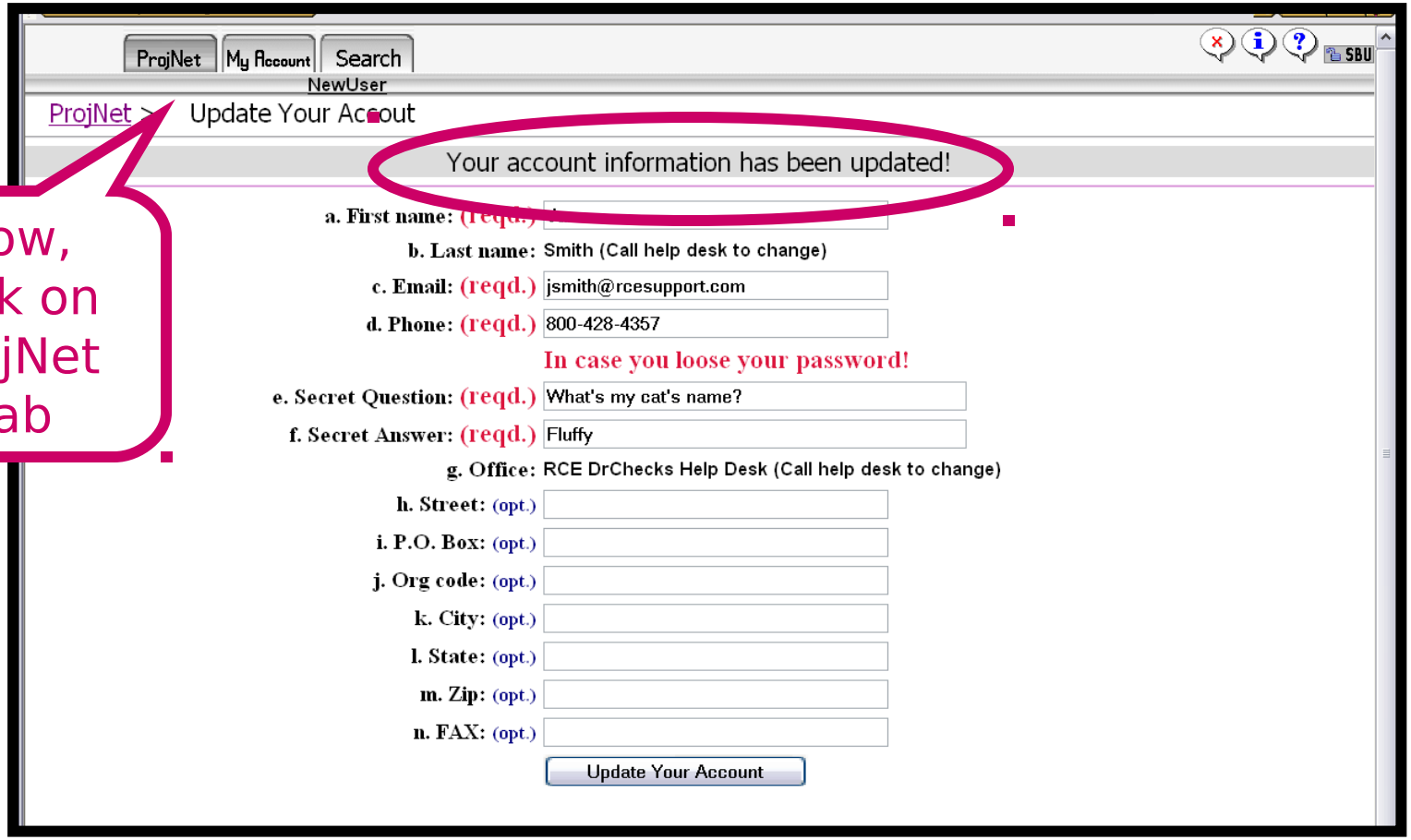
ProjNet
My Account
Search
NewUser
SBU
ProjNet > Update Your Account
Your account information has been updated!
a. First name: (reqd.)
b. Last name: Smith (Call help desk to change)
c. Email: (reqd.) jsmith@rcesupport.com
d. Phone: (reqd.) 800-428-4357
In case you loose your password!
e. Secret Question: (reqd.) What's my cat's name?
f. Secret Answer: (reqd.) Fluffy
g. Office: RCE DrChecks Help Desk (Call help desk to change)
h. Street: (opt.)
i. P.O. Box: (opt.)
j. Org code: (opt.)
k. City: (opt.)
l. State: (opt.)
m. Zip: (opt.)
n. FAX: (opt.)
Update Your Account

Now, Click on ProjNet Tab

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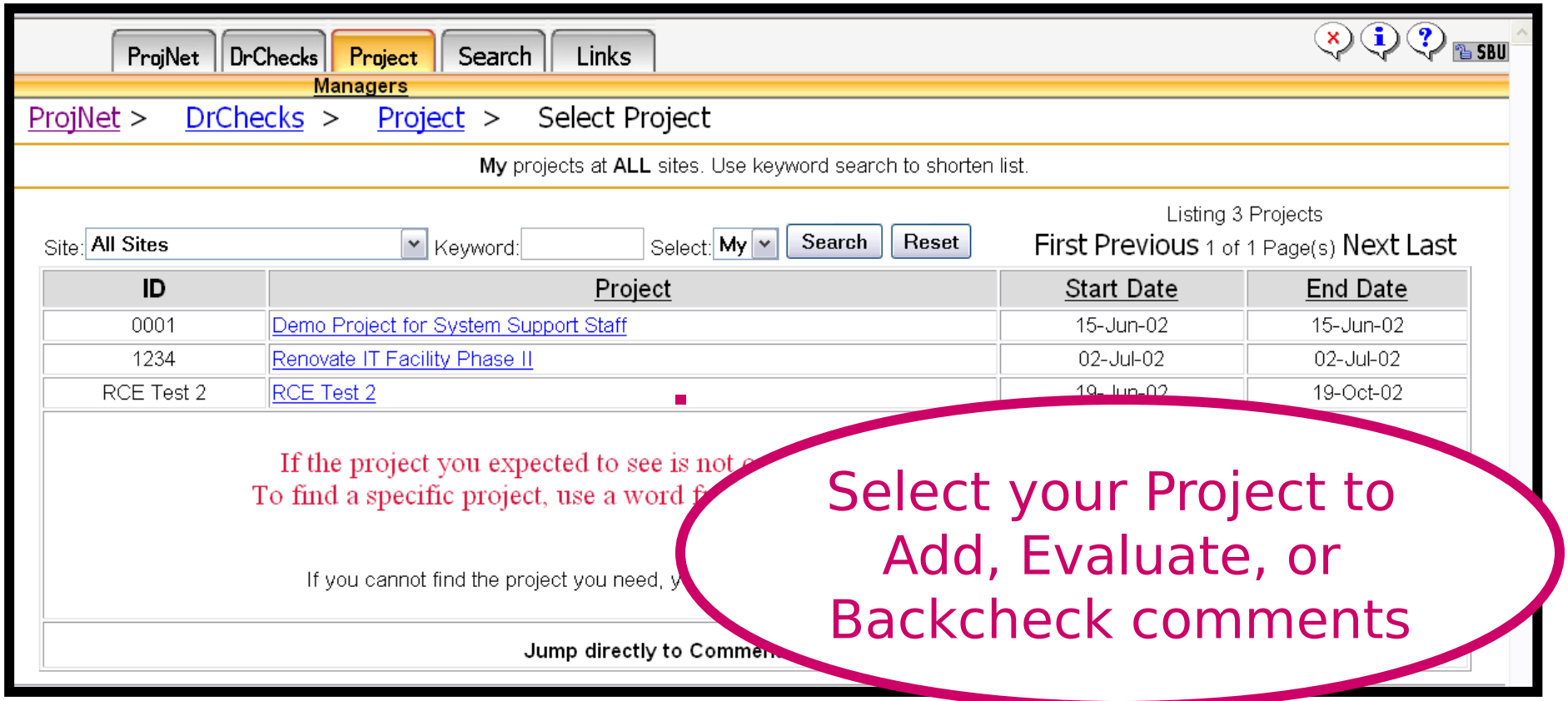

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Frequently Asked Questions

- Where's my project?
  Projects are organized by the office who holds the design contract, you can collaborate on office's other than your own by select that site from above the project listing page.
- Who is in charge here?
  There is a link to manager(s) on every project on all project and review pages.
- Can I use PC ARMS? Yes, the PC ARMS comment upload feature and MS Word Template are available. (See TechNote0018 and TechNote0019)
- Can I attach files?
  Yes, you can attach a variety of file types.
- What if my internet connection is down?
  You can use the MSWord Template to generate comments
  And locally save 'my comments' with a built-in report